

# memorandum

DATE: August 19, 2002

REPLY TO

ATTN OF: AD-442:Brown

SUBJECT: **LEAVE DONATION SOLICITATION FOR DEBORAH L. NANCE**

TO: All ORO, YSO, and OSTI Employees

Ms. Deborah L. Nance, Office of Scientific and Technical Information, has been approved as a leave recipient under the Voluntary Leave Transfer Program. She continues to suffer with a severe form of Rheumatoid Arthritis.

Employees who wish to donate earned annual leave to Ms. Nance may do so by completing the "Leave Donation Form" on the reverse side of this announcement. When completed, the form should be given to your time and attendance representative for forwarding to the Payroll Office. Note: If you wish to donate "use or lose" leave, you must indicate on the donation form that the leave is "use or lose."

You should be aware of the following requirements of the program:

- Only earned annual leave may be donated which includes any "carryover" hours and "restored" hours.
- The maximum annual leave donation by an employee is limited to one half the number of hours the donating employee will earn in the current leave year (26-day category - 104 hours; 20-day category - 80 hours; 13-day category - 52 hours).

If you should have any questions, please contact your Human Resources Specialist.



Melanie M. Kent, Chief  
Personnel and Management  
Analysis Branch

Attachment